

How to Record with Audacity

1

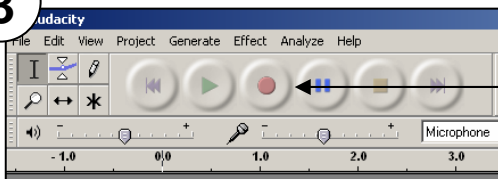


Plug in the microphone. You can use either USB slot on the front panel

2

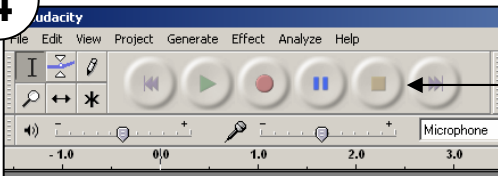
Open Audacity: Click the START button and go to Programs. **REMEMBER: plug your microphone in first.**

3



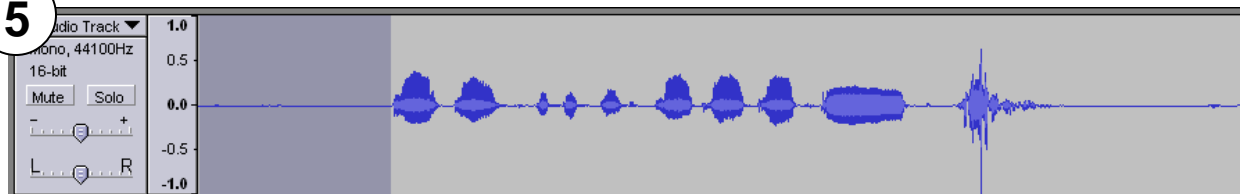
Click the RED circle recording button to begin recording.

4



Click the YELLOW SQUARE when you want to stop.

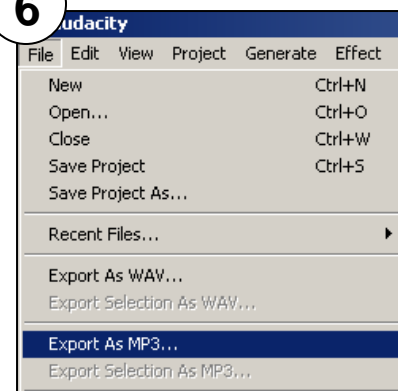
5



EDIT THE SOUND CLIP

To edit out parts of the wav file, click into the audio file and drag the mouse until you've selected the part you don't want. Click delete. This is useful to cut out "dead air" in the beginning and end of the recording.

6



EXPORT THE MP3

Click File > Export MP3. Then select the where you want to save the file, name the file, and press "Save." Press "OK" on the next window. Make sure you save to your network folder.



The first time you save a sound file as an MP3, Audacity will ask you for the **lame_enc.dll** file. The file is available for download at <http://audacity.sourceforge.net/>